

Flaming Gorge Fire and EMS District

The district is looking to hire a part time district manager. Located in Daggett County, Utah, the district is looking for someone to help manage the day to day operations of the district. The desired applicant will be organized, self motivated, and willing to form cooperative relationships.

Duties

Responsible for the day to day business and affairs of the District, being subject to oversight by the Board, including but not limited to the following:

- Prepare and monitor billing for wildland interface, insurance claims, and others
- Oversee work done on wildland fire prevention agreement
- Prepare draft contracts
- Make necessary contacts with responsible officials and representatives of federal, state, county, other local units of government and agencies, and stakeholders
- Verify payroll
- Prepare draft annual budgets and monitor expenditures and income against approved budget
- Maintain logs of incidents the District is involved with
- Maintain logs of the District assets
- Develop and implement strategic plans for maintaining and improving the services of the District
- Review compliance with applicable State and Federal laws and regulations and identify any areas that need corrective action
- Attend all board meetings and report recent and planned District activities
- Prepare draft agendas and meeting packets and meeting minutes for board meetings and other meetings established by the Board
- Work with the Fire Chiefs and the EMS director to identify training needs and opportunities and track training done
- Coordinate discussions between the Board and the Fire Chiefs and the EMS Director
- Identify potential grant opportunities and complete grant applications
- Respond to and assist with fire and ems duties as needed and qualified to perform
- Other duties as assigned by the board

This position will be part time. Estimated workload 10 hours per week with room to grow as the district evolves. This position will require in person attendance at meetings but most work can be done remotely. Compensation \$20 per hour.

To apply for this position email a resume to admin@flaminggorgefireandems.gov. This position will be open until filled.